

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Employee Name	HARAF, WILLIAM
Expense Dates	03/29/10-04/06/10
Total Expense Amount	1252.99
Amount Due Employee	636.19
Form ID	TEA000638050

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/29	Lodging	125.49	
2)	03/29	Parking, Auto	16.00	
3)	03/29	Taxi Fare	53.00	
4)	03/30	Parking, Auto	16.00	
5)	03/30	Taxi Fare	51.00	
6)	04/05	Conference Fees	50.00	
7)	04/06	Taxi Fare	105.00	
8)	04/06	Parking, Auto	16.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)

	Expense Rule	Exception	Response
1)	94:115	Automated Audits have not been applied to Conference Fees expense; approvers should review.	

I have reviewed the following documents.

Approved
by:

JAMES D DONG

Travel & Expense Account Summary

Employee Name WILLIAM HARAF
Expense Dates 03/29/10-04/06/10
Report Name DFI Los Angeles - San Francisco March 29 -
 April 6 2010

Request Total \$ 1252.99
Direct Charge Total - 616.80
Travel Advances - 0.00
Net Due Employee = 636.19

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	LA.SD Train Day	470.40
Non-Travel Expenses	SFBAA Mtg	50.00
Regular Travel	Reg Panel UCGSM	49.70
Regular Travel	CBA Meeting	682.89

NOTE: (d)=Direct Charge

DATE	Mon Mar 29	Tue Mar 30								TOTAL
Commercial Air Fare (d)	307.40									307.40
Lodging	125.49									125.49
Breakfast	6.00	6.00								12.00
Lunch	10.00	10.00								20.00
Dinner	18.00	18.00								36.00
Parking, Auto	16.00	16.00								32.00
Mileage, Personal Auto	18.00	18.00								36.00
Taxi Fare	53.00	51.00								104.00
Incidentals		6.00								6.00
Bridge Tolls		4.00								4.00
TOTALS \$	553.89	129.00								682.89

DATE	Wed Mar 31									TOTAL
Mileage, Personal Auto	49.70									49.70
TOTALS \$	49.70									49.70

Travel & Expense Account Summary

DATE	Mon Apr 5									TOTAL
Conference Fees	50.00									50.00
TOTALS \$	50.00									50.00

DATE	Tue Apr 6									TOTAL
Commercial Air Fare (d)	309.40									309.40
Taxi Fare	105.00									105.00
Bridge Tolls	4.00									4.00
Mileage, Personal Auto	36.00									36.00
Parking, Auto	16.00									16.00
TOTALS \$	470.40									470.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	CBA Meeting	03/29/10	Commercial Air Fare	307.40	Direct Charge
Regular Travel	CBA Meeting	03/29/10	Lodging	125.49	Cash
Regular Travel	CBA Meeting	03/29/10	Breakfast	6.00	Cash
Regular Travel	CBA Meeting	03/29/10	Lunch	10.00	Cash
Regular Travel	CBA Meeting	03/29/10	Dinner	18.00	Cash
Regular Travel	CBA Meeting	03/29/10	Parking, Auto	16.00	Cash
Regular Travel	CBA Meeting	03/29/10	Mileage, Personal Auto	18.00	Cash
Regular Travel	CBA Meeting	03/29/10	Taxi Fare	53.00	Cash
Regular Travel	CBA Meeting	03/30/10	Incidentals	6.00	Cash
Regular Travel	CBA Meeting	03/30/10	Breakfast	6.00	Cash
Regular Travel	CBA Meeting	03/30/10	Lunch	10.00	Cash
Regular Travel	CBA Meeting	03/30/10	Dinner	18.00	Cash
Regular Travel	CBA Meeting	03/30/10	Parking, Auto	16.00	Cash
Regular Travel	CBA Meeting	03/30/10	Bridge Tolls	4.00	Cash
Regular Travel	CBA Meeting	03/30/10	Mileage, Personal Auto	18.00	Cash
Regular Travel	CBA Meeting	03/30/10	Taxi Fare	51.00	Cash
Regular Travel	Reg Panel	03/31/10	Mileage, Personal Auto	49.70	Cash
Non-Travel Expenses	SFBAA Mtg	04/05/10	Conference Fees	50.00	Cash
Regular Travel	LA.SD Train	04/06/10	Commercial Air Fare	309.40	Direct Charge
Regular Travel	LA.SD Train	04/06/10	Taxi Fare	105.00	Cash
Regular Travel	LA.SD Train	04/06/10	Bridge Tolls	4.00	Cash
Regular Travel	LA.SD Train	04/06/10	Mileage, Personal Auto	36.00	Cash
Regular Travel	LA.SD Train	04/06/10	Parking, Auto	16.00	Cash